

Open Meetings

Practice Tips:

- Three entities must be given notice in advance of the meeting:
 - Public
 - Three public places or one public place and an internet site maintained by the municipality
 - Media – those who have requested it
 - I am unaware of any requests for ECAC or Read to Lead
 - Newspapers of Record – Wisconsin State Journal
- The notice/agenda needs to contain enough detail so that “a person interested in a specific subject would be aware, upon reading the notice, that the subject might be discussed”.
 - There is no need to a public comment section
 - The meeting should be started with a review of notice
- There is no requirement to post formal meeting minutes
 - Motions and votes need to be recorded
 - Best practice to have council approve previous minutes